

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
JAN/MAR 01 BULLETIN NO. 26

ON-LINE CERTIFICATION TO BEGIN 23 APRIL 2001

The DoD Purchase Card Program is entering a new phase that incorporates electronic commerce tools into the bill reconciliation and paying process effective 23 April 2001. This new era will enable cardholders and billing officials to log transactions, view and reconcile transactions and to certify billing statements for payment electronically, on a worldwide 24 hour, seven-day a week basis. This capability will provide DoD with tools to accelerate the payment of U.S. Bank purchase card invoices and, potentially, result in rebates. These rebates benefit each unit as they are credited back to the billing official.

The Fort Bragg IMPAC Team will offer initial training to Billing Officials and Cardholders during the week of 17-20 April 01. If Billing Officials and Cardholders are unable to attend the initial CARE training provided by the IMPAC Team, they will be offered the on-line course through the bank. The training provided by the IMPAC Team is anticipated to be no more than a 4-hour block of instruction. IMPAC Account Managers will be scheduling their Billing Officials and Cardholders for specific sessions.

Computer Requirements for Certifying On-Line: Cardholders and Billing Officials must have access to a computer with Internet access. If using Netscape

Browser, must be 4.5 or higher, if using Internet Explorer, browser must be 4.01 with service pack one or higher with 128 bit encryption. Memory should be 32 MEG and processor speed of 133 MHz or higher. Also, must have Windows 95 or higher.

The bank offers Web-Based Training for Billing Officials and Cardholders.

The CARE Website is:

<https://wbt.care.usbank.com>

USER ID: usbank

PASSWORD: solutions

USER ID AND PASSWORD ARE EFFECTIVE 1 NOVEMBER 2000. THESE CODES ARE CONFIDENTIAL AND WILL BE CHANGED EVERY 45-60 DAYS TO ENSURE SECURITY. APPROVING OFFICIALS AND CARDHOLDERS ARE ENCOURAGED TO GO TO THE WEBSITE AND COMPLETE THE WEB-BASED TRAINING IN PREPARATION FOR THE IMPLEMENTATION OF CARE IN APRIL 2001.

If you need assistance with the CARE Training Website, please call Technical Support at (800)254-9885.

RM POC for Fort Bragg is: Becky Yetter, at 396-3838, ext 338, or e-mail, yetterb@bragg.army.mil

IMPAC A/OPC is: Lucinda Nance, at 396-4362, ext 205, or e-mail, nancel@bragg.army.mil

IMPAC TRAINING CLASS

The LAST formal classroom IMPAC Training class will be conducted 22 Feb 01 at the JFK Special Warfare Center, Academic Facility, Building D-3915,

Room 311. Registration begins at 0900 hours with class beginning at 0930 hours. Attendance is limited to the first **175** individuals. **NO ONE WILL BE ADMITTED AFTER 0930.**

IMPAC TRAINING IS NOW AVAILABLE ON-LINE

IMPAC training has just taken a giant leap forward with the implementation of computer based IMPAC training. Potential cardholders, approving officials, and alternate approving officials are now able to take IMPAC training at a time that works for their schedule, from home or office, even at night or on weekends just by visiting the Contracting Internet website: <http://www.bragg.army.mil/www-doc> Scroll down to the bottom of the page and you will click on “NEW – IMPAC Training On-Line”. On the next screen, you will click on “IMPAC Training On-Line.”

The training course offers visitors twelve modules of information, each module targeting a specific topic and providing end-of-module refresher questions. A variety of links and PowerPoint charts are interspersed throughout the modules in order to break up the narrative and provide other sites containing great IMPAC information. At the end of the modules, visitors will take an exam consisting of twenty true/false questions. Once taken, the computer will grade the exam and notify you of your score. If you pass the exam, you’ll be able to enter your name, which will then be printed, on a training certificate.

Upon successful completion of the IMPAC exam, a copy of the certificate and a completed set-up form for the position intended, e.g. cardholder, approving official, or alternate approving official should be forwarded to the IMPAC team in the Installation Business Office-Contracting, Bldg. 1-1333, ATTN: AFZA-IBO-CS, Fort Bragg. A team member will process the set-up form and the new cardholder, approving official, or alternate approving official will be notified.

Although this on-line training was created specifically for new cardholders, approving officials, and alternate approving officials it also provides great refresher training as well as a reference aid for existing cardholders, approving officials, and alternate approving officials. It’s also a great way for budget officials, commanders, or anyone else to learn more about the IMPAC program at Fort Bragg.

If you have any problems locating the IMPAC Training On-Line, you may need to “refresh” your computer screen. Again, the last formal classroom IMPAC Training class will be conducted 22 Feb 01. For information reference the last formal training class, please call 396-4362, ext 270. If you have any questions or need further information please call your IMPAC Account Manager.

FREQUENTLY ASKED QUESTIONS

For information concerning the use of the IMPAC card to purchase various items such as kerosene, kerosene heaters,

water purification systems, Battalion T-shirts, and other items of interest; check our website at:

<http://www.bragg.army.mil/www-doc>

Scroll down to the bottom of the page and click FOR GOVERNMENT USERS, then click IMPAC. On the next screen you will find Forms, Newsletters, Review Ratings, Training Material, Training Slides, Frequently Asked Questions, and the Fort Bragg Regulation 715-3.

IMPAC PURCHASE CARD “DID YOU KNOW”?

- Fort Bragg IMPAC accounts received a total of **\$247,338.10** in rebates for FY00. This information was provided by Stacey Langemo, US Bank Account Coordinator.

1st Qtr - \$68,146.24
2nd Qtr - \$60,918.58
3rd Qtr - \$43,566.37
4th Qtr - \$74,706.91

- Approving Officials are required to retain all ORIGINAL IMPAC records regarding their IMPAC account for three years after final payment. This includes ALL of the Cardholder's ORIGINAL records. Approving Officials clearing an existing account are required to leave ALL IMPAC records with either the Incoming Approving Official or their Commander.
- Some IMPAC accounts have been listed on the Delinquency List on a recurring basis. For an excellent article concerning how to avoid a delinquent account, see the

JUL/SEP 00 IMPAC Newsletter, Bulletin No. 24. Several past issues of the IMPAC Newsletter can be accessed on our web site.

RENTAL VEHICLES

IAW SECARMY guidance, cardholders **SHALL NOT** lease sport utility vehicles (SUVs) unless necessary to meet mission requirements, e.g. inclement weather conditions or for off-road use. The smallest, most fuel-efficient vehicle that will meet mission needs should be used. MACOM approval is required for any request to lease a high-end SUV (Cadillac, Lexus, etc.) or an SUV that has a maximum gross weight of 5,000 or more pounds. There are exceptions to this policy for alternate-fuel SUVs or SUVs used directly and specifically for police, fire, rescue, criminal, investigative, and intelligence activities. If an SUV is leased using the IMPAC card, documentation citing the exception shall be included in the file

THIS BULLETIN IS AUTHORIZED BY:

Original Signed

WALTER H. WARFEL

Director of Contracting